

## Change Management Best Practices One Day Course

This course is designed to give participants the resources and knowledge to confidently apply change management principles and tools.

### Objectives of the Course

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1. To build the business case for why managing change is important to success
2. To understand foundational principles of organizational change and managing change
3. To learn change management best practices used by thousands of organizations
4. To understand what tools are available to identify, manage and address people issues during change
5. To practice using selected tools to manage change issues
6. To make personal and group commitments to using what you've learned

### Detailed Agenda

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#### Introductions

#### Module 1: Change Basics and Understanding Change

- Transitions – the three phases (current state, transition, future state)
- Drivers of Change
- Why Manage Change
- The Eight Constants of Change

#### Module 2: The Change Management 101 Methodology and Model

- Assumptions – change management is just one piece of the overall effort for a project. Strategies, goals, project management, team building and more all play a role.
- Pocket Guide Introduction – an introduction to the Change Management 101 Methodology phases and stages

#### Module 3: Using Change Management Tools

- Change Readiness Audit – introduction to the tool

#### Project Planning and Next Steps

- Create Personal Action Plan
- Wrap –up discussion

\*\* contents may vary depending on audience and delivery method.